

California State Library  
Library Services and Technology Act

**Final Narrative Report Instructions  
LSTA Form 9 PLSEP**

A final narrative report is required on the use of federal Library Services and Technology Act (LSTA) funds following the completion of a project during each project year. Please read these instructions carefully. Some sections ask for objective reporting; others call for opinion or subjective evaluation.

Excerpts of this report may be submitted to the Federal government for their evaluation, or may be published by the State Library or shared with other institutions. Reproduction copies of photographs of project activities would be appreciated.

For assistance contact Kathy Low at (916) 653-6822 or [klow@library.ca.gov](mailto:klow@library.ca.gov), the State Library consultant assigned to this project.

Complete the final narrative report in **THREE** copies, one with original signature. Enclose copies of all attachments with each copy. It is due 30 days after the completion date of the grant award period, July 31. Send to:

**California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001**

When sending via FEDEX, UPS or other delivery service, send to: California State Library, 900 N Street, Sacramento, CA 95814, Attention: Budget Office – LSTA. Packages can be received Monday - Friday, 8 a.m. – 4 p.m. Packages cannot be received after hours or on weekends and holidays.